

**Water/Wastewater Commissioners’
Meeting Minutes
August 20, 2013**

Present: Robert E. Courage, Chairman
Dale A. White, Vice-Chairman
David Boucher, Director
Evelyn Gendron
Absent: Michael E. Putnam, Member

Call to Order:

Chairman Courage called the meeting to order at 6:00 p.m.

Decisions:

Approval of Meeting Minutes – Vice-Chairman White made the motion to approve the minutes of the August 6, 2013 meeting as amended. Chairman Courage seconded the motion. All voted in favor.

Water Abatement Appeal Request – 167 Elm Street – Mr. Kaplan, owner of this vacant property, had met with the Board of Commissioners August 6, 2013 to appeal their June 11, 2013 decision to not abate the \$100.00 water meter tampering fee billed by the Water Utilities Department. At the end of the August 6th discussion, Mr. Kaplan had been told that the commissioners would review the matter further and get back to him with their decision. Mr. Boucher, Director of the Water Utilities Department, summarized the August 6th discussions, recalled the timeline of events, and cited the pertinent Water Rules and Regulations. Chairman Courage said it is plausible the water meter could have been removed and replaced at this vacant property, there is no conclusive evidence Mr. Kaplan was the party that had tampered with the water meter, and there are no prior issues with Mr. Kaplan’s two other water/sewer billing accounts. Vice-Chairman White recalled the point Commissioner Putnam made during the previous meeting that when a property is purchased, the new owner assumes responsibility for the property’s equipment upkeep, yet he would like to give Mr. Kaplan the benefit of the doubt that he hadn’t tampered with the water meter. Following discussion, Mr. White made the motion to waive the \$100.00 water meter tampering fee due to the absence of conclusive evidence Mr. Kaplan tampered with the water meter at 167 Elm Street. Chairman Courage seconded the motion. All voted in favor. Mr. Kaplan will be notified of the Board’s decision.

Paving Overlay Project – Bid Update – Mr. Boucher explained that paving bids were solicited from Tate Brothers, GMI Asphalt and Advanced Paving since the previous commissioners’ meeting and the only quote received was from Advanced Paving, at \$24,500.00, which is higher than DLB Paving’s prior price quote of \$20,340.00. Chairman Courage made the motion to award the paving overlay project to the low bidder, DLB Paving, Inc., Litchfield, NH, in the amount of \$20,340.00. Vice-Chairman White seconded the motion. All voted in favor.

Discussion/Information Items:

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Curtis Well Electrical and Instrumentation Improvements Project Update – Mr. Boucher said Mr. Chris Berg, Wright-Pierce, will be on-site tomorrow to see G.L. LaFlamme completed punch list activities. The zinc pump has been installed. A Woodard and Curran representative will be here Thursday and Friday, and Mr. Scott Hinkley of Wright-Pierce will be here on Monday regarding SCADA. Painting and clean-up will be accomplished by in-house staff.

Wastewater Switchgear Project Update – Mr. Boucher said the switchgear is in place. Connection to the air conditioning unit on the roof was being investigated. Name placards are expected next week. The date for the Arcflash equipment labeling is not complete. Training dates will be determined. Generator transfer test runs have occurred. This project is 95% complete and should be completed next week.

Smith and Beech Street Water Main Project – Mr. Boucher explained one driveway access complaint had been received and the misunderstanding has been resolved. Water main installation has been accomplished to Dean Street. The commissioners were pleased with the progress made.

Miscellaneous Project Updates – Service Meter Technician Position Filled – Director Boucher said Mr. John Devereaux has filled this position. Some hydrants have been painted. The activities report was reviewed. Mr. Boucher will present financial account transfer documents for signature during the next meeting. The water rate hearing will be held at 6:30 p.m. on Monday, November 18th in the Board of Selectmen's meeting room at Town Hall. Attorney Drescher will be invited. Mr. Boucher will contact Mrs. Philbrick, Executive Assistant, to schedule a meeting between the Board of Water and Sewer Commissioners and the Board of Selectmen to discuss and explore interest in cost-sharing a West Elm Street water main extension, as well as with other businesses along Elm Street.

Future Appointments/Meetings:

The next Water and Wastewater Commissioners' meeting will be held at 6:00 p.m. on Tuesday, September 3, 2013 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

Vice-Chairman White made the motion to adjourn the meeting at 6:45 p.m. Chairman Courage seconded the motion. All voted in favor.

Robert E. Courage, Chairman

Date

Dale A. White, Vice-Chairman

Date